



VISTA

Project Application Part B

A complete AmeriCorps*VISTA Project Application consists of both Part A and Part B. Part A of the Project Application may be used by State Offices as a preliminary screening tool. Submission of Part B will be determined by the State Office.

- As required by Section 504 of the Rehabilitation Act of 1973, as amended, this form may be available in alternate formats. **TDD/TTY** number: (202) 606-5256. Written or telephone inquiries may be made to: Deputy Director, AmeriCorps*VISTA, 1201 New York Ave., NW, Washington, DC 20525 (202) 606-5000, ext. 236.
- Burden per response for Section A estimated at 1 hour, and estimated at 8 hours for Section B. Send comments regarding this estimate or suggestions for reduction to Corporation for National Service, Clearance Officer, 1201 New York Ave., NW, Wash., DC 20525.
- 5.C.F.R. 1320.5 (b)(2)(I): "the agency informs the potential persons who are to respond to the collection of information that such persons are not required to respond to the collection of information unless it displays a currently valid OMB control number."

AmeriCorps*VISTA Project Application Part B

For Corporation Use Only:

Project Number: _____

Date Received: _____

Date Responded To: _____

APPLICANT ORGANIZATION	PROJECT DIRECTOR (If not Agency Director.)
Name _____	Name _____
Address _____	Address _____
City _____ State _____ Zip Code _____	City _____ State _____ Zip Code _____
Telephone (____) _____ Facsimile (____) _____ Internet Email _____ Agency Director Name _____ Title _____ Organization's Employer Identification Number: _____ EIN: _____	Telephone (____) _____ Facsimile (____) _____ Internet Email _____ City, County, Zip of each requested site: _____ _____ _____ _____
Is application subject to review by State Executive Order 12372 Process? ____ Yes, this application was made available to the State Executive Order 123372 Process for review on: _____ State Application Identifier No. (assigned by State): _____ ____ No, Program is not covered, OR ____ No, Program has not been selected by State for review. <i>For information on the State Clearinghouse process, please contact your Corporation State Office.</i>	Is the applicant delinquent on any Federal debt? Yes: _____ No: _____ If "yes," attach an explanation. Proposed number of AmeriCorps*VISTAs: _____ NRVs _____ LRVs <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> Total Number Requested: </div> <i>AmeriCorps*VISTA Members are categorized into two types, locally-recruited (LRV) and nationally recruited (NRV). LRVs are identified by the sponsor, while NRVs are identified either through AmeriCorps' national recruitment system or the Corporation State Office. Sponsors are encouraged to assign place both types of Members to ensure Member diversity and appropriate skills/experience.</i>
Submission of Part A of this Project Application does not guarantee that the Corporation for National Service will request Part B of the Project Application or assign AmeriCorps*VISTA Members or other resources to your organization, nor does it compel your organization to accept any such resources. In the event that your organization agrees to accept any AmeriCorps*VISTA Members upon approval as an AmeriCorps*VISTA Project Sponsor, it must agree to assume full responsibility in the community(ies) served for the development, implementation, and management of their activities and the program in which they serve.	
AGENCY DIRECTOR _____ Signature/Title _____ Date	BOARD OF DIRECTORS REPRESENTATIVE _____ Signature/Title _____ Date

CRITERIA FOR SELECTING AMERICORPS*VISTA SPONSORS

The following criteria will be employed by Corporation staff in the selection of AmeriCorps*VISTA sponsors and in the approval of both new and renewal AmeriCorps*VISTA projects. Your proposal must include all of the elements listed below. The project must:

Criteria for Sponsorship

1. Be a public sector organization or a private organization designated as non-profit by the IRS.
2. Comply with applicable financial and fiscal requirements established by the Corporation for National Service.
3. Have resources available for AmeriCorps*VISTA Members to perform their tasks; ie, space, consumable supplies, telephone, on-the-job transportation reimbursement; and be able to provide emergency cash advances when needed.
4. Be able to mobilize community, public, and private sector resources to achieve short-term program goals and long-term project self-sufficiency goals, and to encourage local part-time volunteer service.
5. Have the capacity and commitment to recruit, orient, train, supervise and otherwise support locally and nationally recruited Members in appropriate capacity-building roles.
6. Have an understanding of the concept of, and be committed to, promoting national service and AmeriCorps*VISTA.
7. Be experienced in the issues related to the beneficiaries of service and those being addressed by the proposed project.
8. Have the capacity to build community partnerships and collaborative efforts in order to achieve project self-sufficiency.

Project Selection Criteria

1. Address the needs of low-income communities and otherwise comply with the provisions of the Domestic Volunteer Services Act Of 1973, (DVSA) as amended (42 U.S.C. 4951 et seq.) applicable to AmeriCorps*VISTA and all applicable published regulations, guidelines and Corporation policies.
2. Lead to building organizational and/or community capacity to continue the efforts of the project once AmeriCorps*VISTA resources are withdrawn.
3. Be designed to generate public and/or private sector resources and to promote local, part-time volunteer service.
4. Describe in measurable terms the anticipated self-sufficiency outcomes at the conclusion of the project, including outcomes to the sustainability of the project activities.
5. Clearly state how Members will be trained, supervised, and supported to ensure the achievement of program goals and objectives.
6. Be internally consistent; The problem statement which demonstrates need, the work plan, the assignment, and all other components must be related logically to each other.
7. Ensure that AmeriCorps*VISTA and community resources are sufficient to achieve project goals and objectives.
8. Involve beneficiaries in project development and implementation throughout the life of the project
9. Have the management and technical capability to implement the project successfully.
10. Describe how the number of Members being requested is appropriate for project goals and objectives, and how the skills and qualifications described in the application are appropriate for the assignment(s).
11. Describe how AmeriCorps*VISTA assignments are designed to best utilize the full-time Member's time to the maximum extent.

Section 110 of the Domestic Volunteer Service Act, entitled Application for Assistance by Previous Recipients, requires that the following language be included *verbatim* in each application for AmeriCorps*VISTA assistance:

(A) **DURATION**-The Director shall not deny assistance under this part to any project or program, or any public or private non-profit organization, solely on the basis of the duration of the assistance such project, program, or organization has previously received under this part.

(B) **CONSIDERATION OF APPLICATION**-The Director shall consider each application for the renewal of assistance under this part to any project or program on an individualized, case-by-case basis taking into account---

(1)the extent to which the sponsoring organization has made good faith efforts to achieve the goals agreed on in the application of such project or program; and

(2)any extenuating circumstance beyond the control of the sponsoring organization that may have prevented, delayed or otherwise impaired the achievement of such goals.

(C) **NEW PROJECT OR PROGRAM**-The Director shall consider each application for assistance under this part for a new project or program, that is submitted by a public or private non-profit organization that has previously received such assistance (so long as such new project or program is clearly distinct from activities for which the organization has previously received such assistance), on an equal basis with all other applications for such assistance and

without regard for the fact that the organization has previously received such assistance.

(D) **RENEWAL OF ASSISTANCE**-With respect to any consideration that relates to the duration of assistance under this part and that is applied by the Director in the case of a request for a renewal of assistance under this part, the Director may not apply any such consideration against any entity that is:

(1)functioning as an intermediary between the Director and organizations requesting such renewal and ultimately receiving such assistance; and

(2)utilized by such organizations---

a) to prepare and submit applications for such assistance to the Director; and

b) to perform other administrative functions and service associated with applying for and receiving such assistance.

(E) **ELIGIBILITY**-All eligible public and private non-profit organizations shall be able to apply for assistance under this part.

AmeriCorps*VISTA Project Application Part B, Section I-VI Instructions

Part B, Section I:

- 1a) Self explanatory.
- 1b) This includes any program supported by the Corporation for National Service.
- 1c) Explain any funding increases or decreases your organization anticipates over the coming year.
- 2) This question asks whether your organization can support the AmeriCorps* VISTA project by directly contributing to the costs of the Members.
- 3) Self explanatory.

Part B, Section II:

For multi-issue area projects, provide separate Sections II, III, and IV for each issue area.

- 1) Self-explanatory.
- 2) Self-explanatory.
- 3) Self-explanatory.

Part B, Section III:

In this Section you are asked to complete a project work plan for AmeriCorps*VISTA Members, using the model below. Using the AmeriCorps*VISTA Project Work Plan format on page 4, submit a complete project work plan for each problem identified in Section II. Reproduce as many copies of pages 3B as necessary, making sure to number them in order.

- 1) In column A, list the proposed project goals and objectives which you expect the Members to achieve in relation to the problem(s) identified in Section II. The last goal of the work plan(s) must demonstrate how public and private sector resources will enable the project to continue after the Members leave. The statement(s) of goals and objectives should relate directly to the proposed AmeriCorps*VISTA project within the context of your organization's overall purpose.

GOALS are ends toward which Members' activities are directed. They are broad in scope, up to 12 months in duration, and identify changes which will impact on the problem(s) identified in Section II.

OBJECTIVES are definable results leading to the achievement of each goal, and are stated in quantifiable and measurable terms. They are narrower in scope and short-term (e.g. quarterly) in duration.

- 2) In column B, indicate the quarter(s) during which the Member will work on, and achieve the stated goals.
- 3) Complete column C when you submit the AmeriCorps*VISTA Project Progress Report to the Corporation.

SAMPLE

Section III, AmeriCorps*VISTA Project Work Plan		
Column A	Column B	Column C
VISTA Project Goals and Objectives	Planned Period of Work and Accomplishment	Actual Period of Work and Accomplishment
Goal I: To develop a job readiness counseling and training program designed to assist 10 youth per month with placement in private sector jobs.		
Obj. 1: Recruit 20 community volunteers to participate in a public awareness campaign about the job-readiness program targeting schools, community centers, places of worship, and other areas where youth congregate.	1 st Qtr.	
Obj. 2: Organize and coordinate a task force of 10-12 individuals from the private and public sectors to design the overall program which will use human and financial resources from the community at large.	2 nd Qtr.	
Goal II: Design a system for recruiting students in need of job readiness counseling and training.		
Obj.1: ...		

Part B, Section IV:

AmeriCorps*VISTA Member assignments require a full-time, full-year commitment. Members are prohibited by law from engaging in any outside employment while in service. During the recruitment process, the sponsoring organization must discuss the sponsor's responsibilities with each Member, as well as the terms and conditions of AmeriCorps*VISTA service.

The AmeriCorps*VISTA Member Assignment Description is used to recruit and inform potential Members about specific assignments to be performed on the project. Members assigned to the project will use the Assignment Description as their principal guidance for day-to-day activities designed to achieve the goals and objectives of the project Work Plan.

The instructions below will help you to develop Member Assignment Descriptions. Please note that you must complete a separate Assignment Description for each different assignment (whether performed by one Member or a group of Members). Reproduce additional copies of the form on pages 5B and 6B as needed. Each AmeriCorps*VISTA Assignment Description must relate to its Project Work Plan (Goals and Objectives), although each Member may perform one or more segments of the Work Plan.

- 1-2) Self-explanatory.
- 3) Define the geographic area(s) where each assignment will be performed (e.g. Washington and Waldo Counties, in southern Maine.)
- 4) National recruits are individuals interviewed by AC*VISTA Placement Officers and referred to projects, while local candidates are recruited and interviewed only by the project, and generally live in the same area where the host site is located.
- 5-7) Self-explanatory.
- 7) Self-explanatory (see SAMPLE below).
- 8) Describe the skills and qualifications required or preferred of a potential Member to accomplish the tasks and activities included in the Work Plan. If a Member must have specific skills or credentials, list them, e.g. must speak fluent Spanish (see SAMPLE below).
- 9) Federal law requires that sponsors make reasonable accommodations to the needs of qualified disabled persons wishing to serve as Members. Indicate any factors the Corporation should be aware of when assigning disabled Members to this project, such as availability of transportation and housing, accessibility of facilities, etc.

NOTE: You must complete a separate assignment description for each different Member assignment. When Members are selected for this assignment, you must give the Member a copy of this form prior to the Corporation Pre-Service Orientation.

SAMPLE

AmeriCorps*VISTA Member Assignment (Continued)
List responsibilities (tasks and activities) of the AmeriCorps*VISTA Member(s) working under this Assignment Description which refer to the objectives of the work plan. The Member tasks and activities will be: <ol style="list-style-type: none">1. produce outreach materials for volunteer recruitment2. recruit minimum of 20 volunteers and train agency staff to continue recruitment efforts3. meet with local business owners to solicit assistance in designing job-readiness training sites4. set up teachers' referral system to select youth candidates for the program5. research and develop funding resources to ensure project sustainability
8. List requested AmeriCorps*VISTA Member skills and qualifications. The preferred Member skills and qualifications are: <ol style="list-style-type: none">1. interest in working on the problem of employment for low income youth, as well as commitment to the overall goals of the organization;2. An educator, counselor, or individual who has experience with youth programs is desirable. A retired business professional would also be welcome.
9. Indicate any factors the Corporation should be aware of when assigning disabled AmeriCorps*VISTA Members to this project, such as availability of transportation and housing, accessibility of facilities, etc.. Indicate whether services to be provided are accessible to the disabled members of the community.

Part B, Section V: Community Involvement**1) Self-explanatory.****2a,b) Self-explanatory.****Part B, Section VI: Project Management and Support****1a) Self-explanatory.****1b)** If you would like National Recruited Members to serve on your project, AmeriCorps*VISTA Placement Officers will refer qualified candidates from nationally submitted applications upon authorization from the State Office to your organization for interviews and screening.**2) Self-explanatory.****3a)** If your Members will need to visit communities, hold meetings away from your office, conduct workshops, etc., estimate how many miles the travel will entail.**3b) Self-explanatory.****3c)** Will your Members be reimbursed by your organization for assignment-related travel, or will reimbursement be handled in a different way?**4a)** Within a few weeks after Pre-Service Orientation, Members have to complete an On-the-Job Orientation which is the responsibility of the sponsor organization. Summarize your planned Agenda and/or Itinerary for this orientation.**4b)** In order for Members to achieve impact in the community, it may be necessary for them to receive additional training and support in the form of technical assistance. Describe plans for providing in-service training and for technical assistance.**5) Self-explanatory.**

Checklist of Attachments for Project Application Submission					
	Yr. 1	Yrs. 2...		Yr. 1	Yrs. 2...
Minimum of Three Letters of Support from organizations or government entities who may be involved in the project or who have direct knowledge of your agency's activities.			List of Advisory Council Members if already selected. If not, the list must be submitted to the Corporation before the end of the first quarter of the project.		
Copy of Articles of Incorporation (not applicable to public entities).			Tax exempt status: either IRS determination or copy of application to IRS for exemption (not applicable to public entities)		
List of Board of Directors, or governing body (not applicable if public entity).			Copy of Supervisor's Resume and Job Description		
Organizational chart of the applicant agency.			Copy of most recent financial audit if available.		

Items not normally required after Year 1 should be submitted if changes are made to those items, such as the selection of a new Project Supervisor or change to the Board of Directors.

AmeriCorps*VISTA Project Application
Part B, Section I: Background Information

1a. Financial Resources of Applicant Organization

SOURCE OF FUNDS	CURRENT FUNDING LEVEL	
	TOTAL DOLLAR AMOUNT	Amount To Be Allocated to VISTA Project
Federal		
State		
Local Government		
Other (specify)		
TOTAL		

1b. Are any of your current resources provided by the Corporation for National Service? If so, please specify name of program and funding level.

1c. Will there be a major change in your funding level over the next 12 months? If so, please explain.

2. Is your agency able to contribute financially for all or some of the AmeriCorps*VISTA Members requested? (Member costs includes monthly living allowance, health care, and end-of-service stipend for those not selecting the education award.)

3. Are 51% or more of the persons on your Board of Directors members of the low-income community? If not, please describe how your agency has developed, or will develop, an Advisory Council for the AmeriCorps*VISTA project which consists of members or representatives of the low-income community served by the proposed project. (Also see Part B, Section V, Question 1 regarding community involvement.)

AmeriCorps*VISTA Project Application
Part B, Section II: Problem Identification and Analysis

1. State in measurable and quantifiable terms the specific problem(s) the AmeriCorps*VISTA project will address, including the number of low-income people directly affected by the problem. Use current statistical data, citing source wherever possible, to substantiate the problem.

2. Provide a description of current activities your organization is undertaking to address this problem. If applicable, how will the AmeriCorps*VISTA project complement this work?

3. If AmeriCorps*VISTA Member(s) will be assigned through this project to other organizations, list those organizations and contact persons, and provide a letter of support from the Board of Directors of each organization.

Section III, AmeriCorps*VISTA Project Work Plan

Column A	Column B	Column C
AmeriCorps*VISTA Project Goals and Objectives	Planned Period of Work	Summary of Accomplished Objectives (Please provide <i>quantifiable</i> information.)

Part B, Section IV: Member Assignment Description (Continued)

9. List tasks and activities of the AmeriCorps*VISTA Member(s) working under this Assignment which relate to the goals and objectives of the work plan.

10. List requested AmeriCorps*VISTA Member skills and qualifications.

11. Indicate any factors the Corporation should be aware of when assigning disabled AmeriCorps*VISTA Member(s) to this project, such as availability of transportation and housing, accessibility of facilities, etc. Indicate whether services to be provided are accessible to the disabled members of the community.

I have read the assignment description and if placed on this project, I agree to fulfill the duties and activities described above as an AmeriCorps*VISTA Member.

SIGNATURE OF APPLICANT/MEMBER

DATE

AmeriCorps*VISTA Project Application
Part B, Section V: Community Involvement

1. Describe in specific terms how project beneficiaries have been included in the planning of this project, and how they will be involved in its development and implementation once AmeriCorps*VISTA Member(s) are assigned.

2a. What resources will the sponsor provide to ensure the success of the AmeriCorps*VISTA project?

2b. How will the community be involved to ensure sustainability of the AmeriCorps*VISTA project?

AmeriCorps*VISTA Project Application
Part B, Section VI: Project Management and Support

1a. Describe in specific terms how your organization will recruit qualified AmeriCorps*VISTA Members to serve on this project.

1b. If you want national recruits to be referred to you by the Corporation, please indicate which assignment description(s) and the number of positions requested.

2. Describe plans for daily supervision of AmeriCorps*VISTA Members. Specify if supervision will be a full-time or part-time responsibility. If Members will be supervised by individuals at other sites, please list their names and contact numbers. Attach job description(s) and resume'(s) of the person(s) who will have the major responsibility for supervising the AmeriCorps*VISTA Member(s) assigned to this project.

AmeriCorps*VISTA Project Application Part B, Section VI (Continued)

3. Describe the on-the-job transportation needs of the AmeriCorps*VISTAs and your plans for meeting those needs.

a. Geographic area in which Members will have to travel: _____square miles.

b. Estimated Cost:

1.) Private Vehicle: Estimated no. of miles per year _____ X _____cents per mile =
\$ _____

2.) Public Transportation: No. of Members _____ X _____est. no. of trips @ _____per trip
=\$ _____

c. How will your Member(s) be reimbursed for their on-the-job transportation expenses?

4a. Briefly describe plans for On-the-Job Orientation (OJO), which should occur immediately upon the Members' arrival at the project.

4b. Describe any on-the-job training opportunities and technical assistance that will be available to the Members throughout their service.

5. Describe plans to publicize the AmeriCorps*VISTA project, and recognize the accomplishments of the AmeriCorps*VISTA Member(s), as well as support provided by various segments of the community.

Assurances-Non-Construction Programs

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of persona or organizational conflict of interest or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (PL 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 USC 1681-1683 and 1685-17686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 USC 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 USC 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (PL 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970 (PL 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act of 1912 (42 USC 290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 USC 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (PL 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with the provisions of the Hatch Act (5 USC 1501-1508 and
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 USC 276a and 276a-7), the Copeland Act (40 USC 276c and 18 USC 874), and the Contract Work Hours and Safety Standards Act (40 USC 327-333), regarding labor standards for federally assisted construction sub-agreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (PL 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (PL 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 USC 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 USC 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (PL 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (PL 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 USC 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assurance compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 USC 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 USC 469a-1 et seq.)
14. Will comply with PL 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (PL 89-544, as amended, 7 USC 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 USC 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residential structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

Authorized for Local Reproduction

Standard Form 424B (4-88)
Prescribed by OMB Circular A-102

CERTIFICATIONS REGARDING (A) DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; (B) DRUG-FREE WORKPLACE REQUIREMENTS; AND (C) LOBBYING

Applicants should refer to the regulations cited below to determine which certification(s) apply to their grant, and review the instructions included in the regulations. Signing this form complies with certification requirements under "Government-wide Debarment and Suspension (Non-procurement)", "Government-wide Requirements for Drug-Free Workplace (Grants)" in 45 CFR Part 1229, and "New Restrictions on Lobbying" in 45 CFR Part 1230. The certification(s) shall be treated as a material representation of fact upon which reliance will be placed when the Corporation determines to award the covered transaction, grant, or cooperative agreement.

A. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITIES

As required by Executive Order 12549, Debarment and Suspension, and implemented at 45 CFR Part 1229, for prospective participants in primary covered transactions, as defined at 45 CFR Part 1229, Sections 1229.105 and 1229.110 -

1. The applicant certifies that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not, within a 3-year period preceding this application, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a Federal, State or local government entity with commission of any of the offenses enumerated in paragraph 1(b) of this certification;
 - (d) Have not, within a 3-year period preceding this application, had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

B. DRUG-FREE WORKPLAN (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 45 CFR Part 1229, Subpart F, for grantees, as defined at 45 CFR Part 1229, Sections 1229.605 and 1229.610 -

1. The applicant certifies that it will or will continue to provide a drug-free workplace, and will -
 - (a) Publish a statement notifying employees that unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establish an on-going drug-free awareness program to inform employees about -
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
 - (c) Require that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1(a);
 - (d) Notify the employee in the statement required by subparagraph 1(a) that, as a condition of employment under the grant, employee will -
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of any conviction for a violation of a criminal drug statute which occurred in the workplace, no later than 5 calendar days after such conviction;
 - (e) Notify the cognizant Corporation Grants Officer within 10 calendar days after receiving notice of such conviction under subparagraph (d)(2) from the employee, or otherwise receiving actual notice. The notice shall include the title of the employee's position and the identification number(s) of the affected grant;
 - (f) Take one of the following actions, within 30 calendar days of receiving notice with respect to any employee who is so convicted -
 - (1) Take appropriate personnel action against such an employee up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency;
 - (g) Make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1(a) through 1(f).

C. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 45 CFR Part 1230, for organizations entering into a grant or cooperative agreement over \$100,000, as defined at 45 CFR Part 1230, Sections 1230.105 and 1230.110, the applicant certifies that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subcontracts at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certification(s). (A copy of the governing body's authorization for me to sign this certification as official representative is on file in the applicant's office)

Applicant Organization _____

Printed Name and Title of Authorized Representative _____

Signature of Authorized Certifying Official _____

Date _____